Proposal for Off-Site Test Administration - Fall 2011
MEAP, MEAP-Access, and MI-Access

Students enrolled in seat time waiver programs may participate in MEAP, MEAP-Access, or MI-Access at an off-site location when classroom space is limited. The Bureau of Assessment and Accountability approves off-site testing when the proposed location meets test guidelines and is a safe, quiet, secure testing site. Please complete the information below then fax it to James Griffiths, 517-335-1186, by **October 1, 2011**. Approval will be emailed to the contact name listed below. For questions, call our Call Center at 1-877-560-8378, option 2 for MEAP or MEAP-Access, or option 4 for MI-Access.

School District_____District Code_____
School _____School Code_____
Contact Name_____Phone_____
Email Address_____
District MEAP Coordinator_____Phone_____
Email Address_____

Check the program for which this proposal applies.

☐ Seat Time Waiver Program ☐ Other (explain)_____
_____

Please provide the name, complete address, and type of facility for the proposed off-site testing location (community center, YMCA, etc.).
Name _____
Address_____
_____
Type of facility_____

Please provide the name, certification, and contact information for the person who will oversee testing at the off-site location.
Test Center Supervisor_____
Certification_____
Telephone_____
Email_____

Which tests will be administered at the off-site location. Check all that apply.

☐ MEAP   ☐ MEAP-Access   ☐ MI-Access

Check the grade level(s) of the students who will be tested at the off-site location. Check all that apply.

☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9

Describe how this facility provides a safe, quiet, secure location for MEAP, MEAP-Access, and MI-Access test administration._____
_____
_____
_____
_____

Describe how test security will be maintained at this facility during the testing window.

_____
_____
_____
_____
_____

Check the student groups that will use accommodations at this facility.

☐ Students with IEPs   ☐ Students with Section 504 Plans

☐ Students receiving ELL instruction

Describe how students who use accommodations will be tested within this location.

_____
_____
_____
_____
_____

Describe the professional development that will be provided for test administrators and proctors staffing this off-site location.

_____
_____
_____
_____

List the names of qualified test administrators and proctors who will provide testing at the off-site location. (Note: The *Assessment Integrity Guide* lists qualifications for test administrators and proctors.)

Test Administrators	Proctors